



UNIVERSITY COLLEGE OF ENGINEERING

**ANNA UNIVERSITY**

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Date: 11.07.2023

**TENDER NOTICE**

Sealed quotations are invited from reputed Contractors for running the Institution Canteen at University College of Engineering, Anna University, Ariyalur. The tender document with Terms & Conditions is available at the Anna University Websites: [www.auucea.edu.in](http://www.auucea.edu.in). The Sealed Quotation should be sent to **The Dean, University College of Engineering, Anna University, Thelur (Post), Ariyalur - 621731** on or before **31.07.2023, 4.00P.M.**

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**DEAN**

**TERMS AND CONDITIONS FOR RUNNING A SUBSIDISED CANTEEN FOR THE STUDENTS AND STAFF OF UCE, ANNA UNIVERSITY, ARIYALUR - 621731**

1. The Tender schedule amount Rs.1000/- (*Non-Refundable*) should be submitted by the contractor along with tender documents in the form of D.D. in favour of **The Dean, University College of Engineering, Anna University, Ariyalur.**
2. The contractor should be in possession of a Food Safety License (*FSSAI*) as per food safety and standard.
3. The contract shall be initially for a period of one-year subject to the satisfactory performance of the contractor. In case of unsatisfactory performance, the contract can be terminated without notice. The Contract can be extended further on the basis of recommendation of the authorities of the Institution.
4. The rates of the items to be sold in the canteen shall be displayed on the price board of the canteen. The Contractor has to use Coupons of different denominations in different colour or billing machines for payment. Strict adherence to first come first serve basis will be followed.
5. In case the Contractor is found charging more than the approved rates, the Institution is fully empowered to terminate the contract immediately.
6. The food and beverages sold in the canteen shall be as per the **Annexure-I.**
7. The quality of food supplied in the canteen shall be like homemade food. Quality should not decrease in order to make more profit e.g. bad quality raw material, too much water in curries and other methods used by dishonest contractors.
8. The canteen operational aspects to be complied with below given conditions.

**FUNCTIONAL TIMINGS**

- 7.00 A.M. to 7.30 P.M. at all working days of the Campus
- 7.00 A.M. to 5.00 P.M. on Holidays

**MODE OF SERVICE**

- Self-service by customers
9. The gas based cooking is essential and the Contractor has to bear the cost and gas refilling on their own.

10. The Contractor shall employ sufficient number of workers for proper functioning of the canteen. Furniture, Utensils and canteen equipment, required for running the canteen, including RO filter and water coolers etc. are to be arranged by the contractor.
11. The contractor shall assess the quantum of business on their own. The Institution does not guarantee a minimum amount of business.
12. Any dues against a customer on the part of the Contractor shall not be the responsibility of the Institution.
13. Only sale of cooked food, baked food and fruit juices will be allowed.
14. The UCE Ariyalur Campus is a “**PLASTIC FREE ZONE**”, hence use of plastic is prohibited.
15. The UCE Ariyalur Campus is a “**NO SMOKING ZONE**”, hence sale and use of tobacco is prohibited.
16. The sale and use of **Liquor** (*Alcohol*) is also strictly prohibited.
17. It shall also be the responsibility of the Contractor to provide soap solution at the wash basin in the canteen by their own effort and cost.
18. The Contractor shall arrange raw material like groceries, vegetables and other products required for the canteen by their own effort and cost.
19. The Contractor shall be held solely responsible if any food item is found to be adulterated or a case of food-poisoning is reported.
20. In case the Contractor desires to introduce any new item for sale in the canteen, Contractor should take prior permission from the head of institution and also get the rates fixed. The head of the institution reserves the rights to reject or accept such a proposal.
21. The Contractor should have to present himself before the head of institution or their representative as and when called for.
22. The number of cooks and bearers should be adequate to provide Clean and efficient service. The Contractor should provide clean uniform, I.D. card and cap to the bearers and cooks employed in the canteen.
23. The activities in the canteen will be supervised and checked by the persons as authorized by the head of the institution as and when required.
24. The premises of the canteen shall be used for running the canteen only and in no case used for residential purpose, or as a warehouse. The canteen employees are permitted to stay only during the functioning hours of the canteen. No outsiders should be entertained by the Contractor inside the Campus.

25. For the breach of any terms and conditions of the deed, the Dean, University College of Engineering, Anna University, Ariyalur will be fully empowered to impose penalty to the extent of Rs.10000/- (Rupees Ten Thousand Only) for each default or forfeit the security money or both besides termination of the contract.
26. If the Contractor wants to discontinue the contract, shall have to give a minimum Three Month Notice with enough justified reasons acceptable by the Head of the Institution. In case Contractor quits without the required notice, the security deposit will be forfeited.
27. Any damage caused to the Institution property during the contract period will have to be recovered from the Contractor.
28. In case Contractor discontinues the contract, the contractor should handover the civil, electrical and plumbing facilities in good condition, if not the contractor will be charged as per government norms.
29. Addition or alteration/modification in physical structure of the space provided is not permissible in any manner without valid written permission from the Head of the Institution.
30. Subletting of any kind in any form is not permitted. If found, action will be taken, as deemed fit and proper. The Contractor is not allowed to award, allot sell or mortgage the contract to any other person in any manner whatsoever.
31. The Head of the Institution shall be at the liberty to terminate the agreement and forfeit the security deposit in case the Contractor commits any breach of any term or condition contained in the contract.
32. The stamp duty and expenses if any payable under the law in respect of this deed shall be borne by the contractor, on Non-judicial paper for Rs.100/- for Agreement.
33. The Contractor shall have to furnish the list of employees to be appointed for running the canteen. The employees shall carry identity cards duly signed by the Dean, affixed with photograph given by the Contractor.
34. In case, a worker leaves the employment of the contractor or is removed, the contractor should inform to the Dean or his representative in writing. The particulars of any new employee will also have to be intimated to the Dean as specified by the institution.
35. The Contractor shall abide by the municipal laws and other authorized bodies pertaining to sale of food, drink and other eatables and shall also obtain the necessary license from the competent authority as may be required under the law.
36. Disposal of waste material, cleanliness of the canteen, maintenance of the items issued will be done by the contractor themselves.

37. Employment of child labour (below the age of 18) is totally prohibited. It is the responsibility of the contractor to comply with all the statutory requirements of labour law and other connected laws in force.
38. The contractor is responsible for the proper conduct and behavior of the employees engaged. The contractor and co-workers have to behave politely with consumers. If it is found that any worker has misbehaved with any of the consumer, the contractor has to take action as suggested by the Head of the institution.
39. Liability/responsibility in case of any accident causing injury/death to canteen workers or any of the staff shall be of the contractor, the UCE, Anna University, Ariyalur will not be responsible by any means in such cases.
40. The contractor shall not employ any worker whose track record is not good. The workers should not have involved in any crime/offence/police case.
41. Since the services include food and eatables, the provisions of Prevention of Food Adulteration Act, 1954 are binding on the contractor.
42. The Contractor will mention the adjoining the faculty lounge which is strictly meant for Teaching Faculty members. A separate bearer will be posted in the lounge to take orders and present bills to the members.
43. Application of tender for allotment of canteen must be accompanied with: —
  - i) PAN Number.
  - ii) Security Money in the form of D.D. of Rs. 25000/- (Rupees Twenty Five Thousand only) at the time of awarding the contract.
  - iii) FSSAI Certificate for the concern catering unit.
44. Undertaking for strict compliance with the prescribed rates for different items and terms & condition of the tender duly agreed and accepted.
45. The Contractor has to submit the complete Bio-Data with copy of Educational Certificates duly attested by the Gazetted Officer along with **Annexure-II**.
46. In case of any dispute, the matter will be decided by the arbitrator appointed by the Head of the Institution and the decision of the Head of the Institution will be the final and binding upon the Contractor.
47. Subject to acceptance of the terms and conditions laid down in the contract, the lowest rates quoted will be considered as suitable for awarding the contract based on the average rates quoted.

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**DEAN**

## Annexure – I

Name of the Contract: UCE Ariyalur, Anna University Canteen

### Quotation

| S.No. | Menu  | Wt. in Quantity | Price in Rs. |
|-------|---|-----------------|--------------|
|       | <b>Breakfast (From 7.30am - 10.30am)</b>  |                 |              |
| 1.    | Idly - 1 Pc   | 60gm            |              |
| 2.    | Medu Vada - 1pc   | 50gm            |              |
| 3.    | Pongal  | 175gm           |              |
| 4.    | Rava Kitchadi   | 175gm           |              |
| 5.    | Poori - Potato- 2 pc  | 120gm           |              |
| 6.    | Plain Dosa  | 70gm            |              |
| 7.    | Masala Dosa   | 175gm           |              |
| 8.    | Onion Uthappam  | 110gm           |              |
| 9.    | Bread Omlet – 2 slices  | 120gm           |              |
|       | <b>Hot Beverages (From 7.30am - 11.30am)</b>  |                 |              |
| 10.   | Tea   | 120ml           |              |
| 11.   | Coffee  | 120ml           |              |
| 12.   | Milk  | 120ml           |              |
|       | <b>Lunch (From 12.30pm – 2.30pm)</b>  |                 |              |
| 13.   | Variety rice - Sambar / Tomato/ Lemon/<br>Tamarind/ Malli/ Pothina / Curd rice<br>with sidedish | 200 gm          |              |
| 14.   | Veg. Biryani – Raitha   | 200 gm          |              |
|       | <b>Special Varieties (From 3.30pm – 7.30pm)</b>   |                 |              |
| 15.   | Chappathi Kurma – 2 Pc  | 70gm            |              |
| 16.   | Parotta Kurma – 2 Pc  | 90gm            |              |
| 17.   | Kal Dosa - 2 Pc   | 150gm           |              |
| 18.   | Bonda –Ulundu / Aloo 1 Pc   | 50gm            |              |
| 19.   | Dhall vada 1 Pc   | 50gm            |              |
| 20.   | Bajji – plantain/onion/potato/chilly 1 Pc   | 50gm            |              |
|       | <b>Mineral Water (From 7.30am – 7.30pm)</b>   |                 |              |
| 21.   | (Bisleri/Aquafina/Kinley/Tata)  | 1000ml          | MRP          |
|       | <b>Ice creams (From 7.30am – 7.30pm)</b>  |                 |              |
| 22.   | All flavours (Arun/Amul/Aavin)  |                 | MRP          |

**Signature of the Canteen Contractor**

| <b>Annexure – II</b>                 |  |  |
|--------------------------------------|--|--|
| <b>PARTICULARS OF THE CONTRACTOR</b> |  |  |
| 1                                    | Name of the firm                       |  |
| 2                                    | Address, Telephone No. and Email id    |  |
| 3                                    | PAN Number (Enclose a attested a copy) |  |
| 4                                    | FSSAI No.                              |  |

The menu to be served during breakfast, lunch, dinner on different days and the items to be served at other times will be decided after consultation with the Dean and the contractor. The menu will have to be strictly adhered to.

Any other item which can be sold by the Contractor may also please be quoted, separately.

I hereby accept the terms and conditions mentioned by the Institution in the Tender and I will abide by the rules and regulations of the Institution from time to time.

**Signature of the Canteen Contractor**